

**Office of the Attorney General  
Division of Criminal Investigations  
500 E. Capitol, Pierre, SD 57501  
(605) 773-3331**

**SD REQUIREMENTS FOR BACKGROUND CHECKS**

**In order to make a record check for other than criminal justice purposes the Division of Criminal Investigation, as central repository for South Dakota criminal records, must have an Authorization and Release form signed by the subject together with a set of fully rolled fingerprints on a standard 8" x 8" fingerprint card. This is in compliance with SDCL 23-5-12 which requires "fingerprint identification". All identifying information (name, date of birth, social security number, etc.) must be provided and the card must be signed by the subject and the official taking the prints. A local law enforcement agency may be able to assist in obtaining the fingerprints. We must also have a check or money order payable to the Division of Criminal Investigation in the amount of \$15.00 U. S. currency per individual. Applicant fingerprint cards with the Authorization and Release on the back and return envelopes will be provided on request.**

**Upon receipt of the signed Authorization and Release, fingerprints and fee, we will conduct a search of our files and supply a copy of any criminal history that is found or a statement that there is no criminal history.**

***Please note that the fingerprints, Authorization and fee in the correct amount must all be received together. Any requests lacking part of the requirements will be returned immediately. Foreign requests must be accompanied by a self addressed return envelope.***

**The records maintained by the Division do not include federal charges, juvenile offenses, minor traffic violations or out-of-state information.**